



Boys' Latin of Philadelphia

Boys' Latin of Philadelphia, a college preparatory school, is dedicated to serving boys who live in the City of Philadelphia. We are committed to fostering our students' success through college graduation, and that begins with a strong academic foundation. Boys' Latin offers students a rigorous classical education using contemporary pedagogy that prepares them for college matriculation and sets high standards for achievement, character development, and emotional intelligence. We emphasize the value of brotherhood and nurture a community of young men who value academic success, hard work, and the development of their intellectual, moral, social, creative, and athletic potential. Boys' Latin is a school where

young men prepare to become leaders through challenging coursework within a supportive environment. Our curriculum blends liberal arts, classical studies, and state-of-the-art technology as we cultivate world citizens for the twenty-first century. We want students to embrace our mantra that *Every Man is the Architect of His Own Fortune*.

Job Title: Coordinator of Alumni Affairs

Position Overview

Boys' Latin's mission is to prepare students for college success and beyond. Our college preparatory school focuses on readying students for college matriculation, persistence, and graduation. The Alumni Coordinator plays a critical role in achieving that mission by providing targeted support to Boys' Latin alumni, ensuring that they have the proper tools to be academically, financially, and socially successful at college. The support provided by the Alumni Coordinator should increase students' motivation, and ability to persist in their studies and to ultimately graduate from their post-secondary programs. The Coordinator of Alumni Affairs is part of the College Advising Team and reports directly to the Director of College Advising. Key responsibilities include:

- **Maintaining Alumni Relationships**
 - Frequent, regular outreach with alumni to build relationships, check in on well-being, and offer support in navigating the college experience (via phone, social media, email, and in-person visits)
 - Campus visits to check in with alumni at their colleges
 - Facilitate college transition focus/support groups on campuses with multiple alumni
- **Developing and Maintaining Relationships with Key Outside Stakeholders**
 - Identify and connect with key administrators at colleges in support of alumni there
 - Identify and connect alumni with governmental and community-based programs designed to support students in school and to help them finish their degrees
- **Data Management**
 - Collect and record real-time alumni data (contact info, academic performance, financial aid data, post-secondary status, reasons for post-secondary status)
 - Use additional data resources such as National Student Clearinghouse to maintain accurate record of alumni college enrollment
 - Track and monitor data trends to identify early warning academic, financial, and socio-emotional indicators that could impact college persistence.
- **Alumni Programming**
 - Deliver small or large group workshops to alumni on topic such as financial aid, academic success, tips, or stress management strategies
 - Coordinate and facilitate regular alumni events

Competencies

- A thorough understanding and commitment to the Boys' Latin community and its mission of assisting young men succeed in college and beyond
- Strong written and oral communication skills
- Commitment to meeting all requirements in a timely manner
- Familiarity with and comfort utilizing multiple forms of social media for professional communication
- Desire to continuously learn and increase effectiveness as a professional as evidenced, in part, to high levels of receptivity to feedback
- Willingness to be flexible and go above and beyond to meet the needs of Boys' Latin alumni
- Strong data management and organizational skills
- Ability to cultivate relationships with alumni built on trust and leverage those relationships to help alumni meet their greatest potential
- Ability to cultivate relationships with key stakeholders
- Ability to work collaboratively
- Awareness of the ongoing implications of racism and privilege and the collective need to incorporate anti-biased practices

Interested candidates should submit a completed resume, letter of interest, and copy of state certification (if applicable) to:
Ruth Gonzalez, 5501 Cedar Avenue, Philadelphia, PA 19143 or rgonzalez@boyslatin.org.

Equal Opportunity Employer

It is the policy of Boys' Latin Charter School not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.